



CITY OF DOWNEY
Human Resources
11111 Brookshire Avenue
Downey, CA 90241-7016
(562) 904-7292
<http://www.downeyca.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
POLICE CADET (TEMPORARY/PART-TIME)**
An Equal Opportunity/ADA Compliant Employer

COMPENSATION

\$11.72 - \$14.52 Hourly

POSTED: 06/11/08

FINAL FILING DATE: Continuous

ABOUT THE POSITION: *Applications will be accepted on a continuous basis until the needs of the Department are met and this recruitment may close without prior notice.*

The Downey Police Department Cadet Program is targeted for High School Seniors or College/University students at Sophomore standing or below, other educational levels may be considered, who seek an opportunity for training and paid education in Criminal Justice (or related degree) with the goal of becoming a City of Downey Police Officer. The Downey Police Cadet Program provides an on the job training opportunity for young men and women to become a City of Downey Police Officer.

Preference will be given to applicants who reside in the City of Downey.

Cadets will be scheduled to work part-time hours around their school schedule for an average of twenty (20) to thirty (30) hours per week.

As a condition of continuing in the Police Cadet Program, Cadet must demonstrate consistent initiative, acceptable performance, maintain an acceptable academic standing, and have a strong desire to qualify for Police Academy training by age 21. An exception may be made for individuals pursuing a related advanced degree.

EXAMPLES OF ESSENTIAL FUNCTIONS The following examples are intended to describe the general nature and level of work performed by persons assigned to this classification.

Desk duties:

- Prepares, processes, indexes, and files documents required for prosecution and court appearances.
- Receives visitors at the police desk in person or by telephone.
- Takes information and prepares accurate and articulate police reports.
- Operates business office machines and computers.
- Maintains records and files.

Field duties:

- Responds to field locations, identifies, collects, and preserves physical evidence.
- May perform traffic control at traffic accident scenes; assists sworn officers by searching detainees/prisoners as required.

- May be assigned to assist in dispatching emergency services as needed.
- Assists Detectives with decoy operations.
- Performs duties related to the pick-up and delivery of items and vehicles.
- Facilitates station tours.
- Performs other related duties as required.

Knowledge of: Principles and practices of sound business communication, oral and written; correct English usage, including spelling, grammar and punctuation; principles and practices of public relations and customer service; and elements of effective time management and organizational skills.

Ability to: Meet ongoing performance testing with acceptable results; exercise sound independent judgment within general policy guidelines; have the mental aptitude to accept and follow instructions, and learn in a changing work environment; evaluate situations and determine appropriate action to be taken, and anticipate situations and problems and initiate effective strategies; understand and follow oral and written instructions; communicate with a variety of people in various situations, using diplomacy, persuasion, patience, courtesy, tact, self-restraint, common sense, judgment and strategy when dealing with sensitive, complex and/or confidential issues and situations; read and interpret complex documents; collect, organize and analyze a variety of information and apply results to police activities; maintain confidentiality of documents and records; establish and maintain cooperative working relationships with those contacted in the course of work; be heard in noisy situations; and maintain physical condition appropriate to the performance of assigned duties and responsibilities.

QUALIFICATIONS

Age: Between the age of 17 ½ and 21 at time of application.

Education: High School Senior with a minimum grade point average of 2.0.

-OR-

High school graduate or equivalent **AND** Current enrollment at a Sophomore standing or below, other educational levels may be considered, in an accredited college or university* in Southern California pursuing an Associate or Bachelor's degree in Criminal Justice or a related field.

Residence and enrollment in a college or university within a thirty (30) mile radius is preferred.

*Accredited institutions are those listed in publications of regional, national, or international accrediting agencies such as American Universities and Colleges and International Handbook of Universities.

Incumbents must be enrolled in a minimum of 12 units per semester/quarter or 18 units per school year (9 units if 70 units have been completed or possess an Associate's Degree) **AND** maintain a minimum grade point average of 2.0.

Tuition Reimbursement: 100% tuition reimbursement at the rate of tuition charged at California State University – Los Angeles (for the Quarter system) and California State University – Long Beach (for the Semester system). With successful completion at a passing grade of "C" or better, reimbursement shall apply only to mandated fees plus tuition and required textbooks for a degree curriculum in Criminal Justice or related field. Appropriate proof of enrollment and payment will be required.**

**The tuition reimbursement benefit is subject to contract provisions as a participant in the City of Downey Police Cadet Program.

Experience: Any related experience is helpful, but not required.

License Requirement: A valid California Class C Drivers License and the ability to maintain an acceptable driving record throughout employment is required.

Other Requirements:

United States citizen or an applicant for citizenship within the past year.

Be free of criminal convictions and be able to complete a comprehensive background check (with acceptable results) that involves a local Police records check and fingerprinting with the California Department of Justice.

Possess and maintain qualifications with sincere interest and motivation in becoming a City of Downey Police Officer after successful completion of Police Academy Training.

Weight in proportion to height.

Vision 20/100 correctable to 20/30 and ability to distinguish colors.

Hearing within normal limits.

ADDITIONAL INFORMATION

The immediate family members (current or past) of employees, elected, and appointed officials of the City of Downey are not eligible to participate in the Program. The term "immediate family" includes spouses, siblings, parents, children, grandparents, and grandchildren, whether as "in-laws," or by current or past marriage(s), remarriage(s), adoption, co-habitation or other family extension, and any other persons residing at the same household whether or not related.

Physical Task and Environmental Conditions: The duties and responsibilities of this position are performed indoors and outdoors. Incumbents must maintain physical condition necessary for running, climbing, standing, squatting, and sitting for prolonged periods of time; strength to lift objects 50 pounds or more; dexterity to write; and exposure to potentially hostile environment, body fluids, waste and infectious materials

DOWNEY POLICE CADETS AND POLICE OFFICERS ARE PROHIBITED FROM THE USE OF TOBACCO PRODUCTS EITHER ON OR OFF THE JOB

For information about the City of Downey Police Department [Click here.](#)

Application/Testing Process: All applications and supplemental information will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for the position. All information supplied by applicants is subject to verification. Those applicants assessed to meet the Qualifications as listed above will be invited to participate in the testing process which will consist of:

Part I: Qualifying written examination.

Only those applicants who earn a qualifying score on the written examinations will be invited to the appraisal examination.

PART II: Appraisal examination weighted 100%. The appraisal examination may consist of an oral interview and/or performance testing to assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position.

NOTE: The position of Police Cadet is a paid position. Appointment and employment is on a temporary/part-time basis. The position serves "at will" meaning there are no rights to employment.

The position performs non-enforcement duties in an apprentice-level training capacity. Police Cadets do not possess police powers or carry firearms. Temporary/Part-Time employment status does not qualify for City benefits, except for those required by law.

The City does not belong to the Social Security system. However, enrollment in an alternative retirement program is mandatory which requires an employee contribution of 7.5% of base earnings. The City contributes 2.5% and the employee contributes 5% of base earnings.

Candidate(s) who complete testing with acceptable results will qualify for consideration by the Department hiring authority. Prior to an employment offer, a comprehensive background investigation, including a polygraph and fingerprinting will be conducted to determine suitability for the position. A pre-placement medical examination, which includes a psychological examination and drug screening, will be conducted upon issuance of a conditional offer of employment.

APPLICATION MATERIALS MAY BE OBTAINED AND SUBMITTED ONLINE

AT: <http://www.downeyca.org>

OR MAILED TO: 11111 Brookshire Avenue Downey, CA 90241-7016

Job #07-062

POLICE CADET (TEMPORARY/PART-TIME)

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The provisions of this announcement do not constitute an express or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

Police Cadet (Temporary/Part-Time) Supplemental Questionnaire

- * 1. Which of the following best describes your level of education? (Please select one only.)
 - ☐ High School Senior
 - ☐ High School graduate or equivalent
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Coursework beyond Associate's Degree
- * 2. Are you currently enrolled in an accredited college or university?
 - ☐ Yes
 - ☐ No
- 3. If "Yes" to Question 2 what area of study are you pursuing?
- * 4. Are you interested in pursuing a career in law enforcement?
 - ☐ Yes
 - ☐ No
- * 5. At time of hire will you be at least 17 1/2 years of age?
 - ☐ Yes
 - ☐ No
- * 6. For questions 6 through 12 please indicate the time of day and times you would be able to work each day, for example: Monday morning 8:00 am to 11:00 am.

If you are not able to work a certain day please indicate "N/A."

Monday
- * 7. Tuesday
- * 8. Wednesday
- * 9. Thursday
- * 10. Friday
- * 11. Saturday
- * 12. Sunday

* 13. How long is the availability you have indicated above good until? (MM/DD/YR)

14. Which of the following best describes your computer literacy?

- ☐ None
- ☐ Beginning
- ☐ Intermediate
- ☐ Advanced

* 15. Which of the following types of software do you have experience utilizing? (Please check all that apply.)

- ☐ Microsoft Access
- ☐ Microsoft Excel
- ☐ Microsoft Word
- ☐ PowerPoint
- ☐ Apple Software
- ☐ Other

* Required Question